

GovONLINE AGENCY PORTAL

Reference Guide

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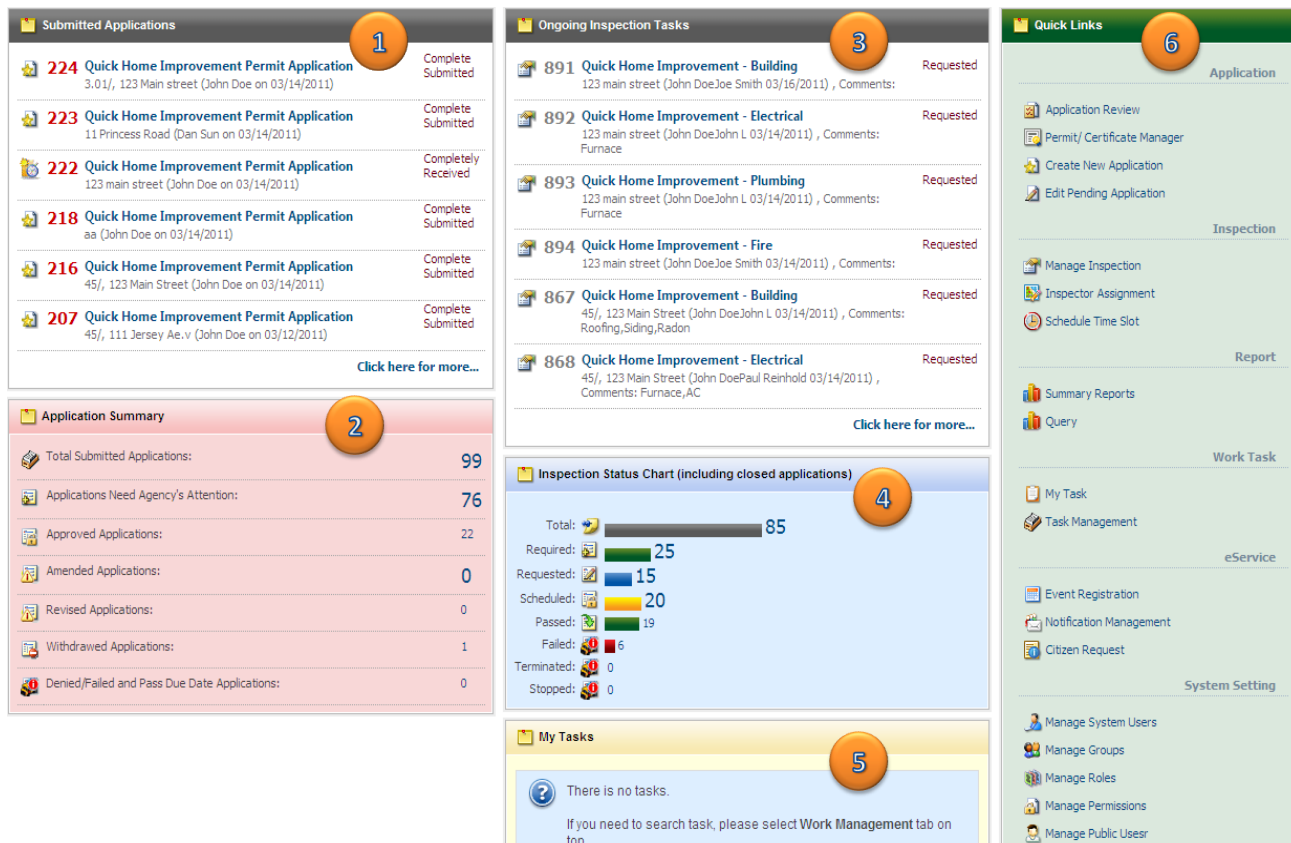
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1 GovOnline Agency Portal Home

GovOnline Agency Portal Home site provides many dashboards to allow the current log-in agency user to have direct "quick access" to the desired functional areas to perform his or her daily job functions.



< GovOnline Agency Portal Home Site >

Below are the brief functional descriptions of each dashboard block:

- Submitted Applications:** this block displays the newly submitted applications that may need to be reviewed
- Application Summary:** this block displays the summary of submitted applications
- Ongoing Inspection Tasks:** this block allows the current agency user to review the inspection task items
- Inspection Status Chart:** this block displays the summary of inspection status
- My Tasks:** this block lists the work tasks that were assigned to the logged on agency user
- Quick Links:** this block provides short-cuts to many useful GovOnline functional areas

2 Manage Application

GovOnline Agency system allows the agency user (with adequate application access permissions) to review, update, edit, and approve the submitted applications.

Let's use one example submitted application to take you through a typical permit application management lifecycle. From GovOnline Portal Home page, the agency user simply click a selected submitted permit

application icon (such as: < **217 Quick Home Improvement Permit Application** >) from " **Submitted Applications**" dashboard area to access this just submitted permit application. Once entering into the selected application page, the agency user can receive an overview of the current application status (from status bar) and work on the current case by accessing the four tabs:

- Administrative Review (Tab)
- Technical Review (Tab)
- Decision (Tab)
- Application Data (Tab)

2.1 Administrative Review Tab

Under the Administrative Review tab (screen), the agency user has the flexibility to decide if the complete application has been received, review the permit application fee payment status, and review the history of this submitted application.

Edited Submitting Review Decide Close

(217) Quick Home Improvement Permit Application

123 Main St Submitted by John Doe on 3/14/2011 11:39:56 AM Receipt

Administrative Review Technical Review Decision Application Data

This page allows you to administrative review of a given application. If all required documents received, please click "Complete Application Received" button to mark it as completed received.

Administrative Review

Required?	Amendment?	Name	Status
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Quick Home Improvement Permit	Reviewing

Comment Template

Enter Comment

Enter comment in here.

Comment(s) History

Send Back for Amendment Complete Application Received

Received Check/Money Order/Cash

Please make full payment, don't allow partial payment.

Payment	Due Amount(\$)	Convenience(\$)	* Paid Amount(\$)	* Received Date	Check/Money Order #	Comment
Credit Card 03/14/2011	\$370.30	\$9.30	370.30	03/14/2011		

Save

Application Review History

1 - 2 of 2 item(s)

Status	Updated By	Updated Date	Owner	Applicant	Comment
Complete Submitted	John Doe	03/14/2011	John Doe	John Doe	
New	John Doe		John Doe	John Doe	

< Permit Application Status and Administrative Review Features >

If all submitted materials are reviewed and satisfied, "Complete Application Received" button (**Complete Application Received**) should be used to denote the official acceptance of the underline permit application. Otherwise, "Send Back for Amendment" button (**Send Back for Amendment**) can be used, in a back-and-forth manner to ask for more information or data corrections from the applicant.

2.2 Technical Review Tab

To perform Technical Review, agency user would first review the applicant's submitted data under "Application Data" (**Application Data**) tab to verify all required data were entered and received correctly.

Technical Review (More Detail)

The screenshot shows the 'Technical Review' interface. At the top, there's a 'Comment Template' dropdown menu (1) with 'Review is OK.' selected. Below it is a 'Review Comments' text area (2) containing the text: 'Your application passed technical review, please go to "Inspection" menu item to make the required inspection request.' To the right of the text area is a 'Review History' box (3) which is currently empty. Below the text area is a 'Make Review' button (4). At the bottom, there's a 'Form Status' dropdown menu (5) with 'Reviewing' selected. To the right of the status dropdown is a 'Comments' text area labeled 'Form Status Comments'. Below the status dropdown is a 'Set Form Status' button. A message below the button states: 'You cannot change the form status until all reviewers have reviewed the form.'

< Technical Review >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Technical Review screen section):

1. An agency user could enter a comment by selecting a user defined "Comment Template". The default "Comment Template" provided by GovOnline system are:
 - a. Review is OK
 - b. Review is failed
2. Type the detail comments under "Review Comments" field.
3. Click **Make Review** button to save the comment. All saved comments will be displayed in "Review History" box
4. An agency user can then make a decision at a proper time for the permit application "Form" technical review. The "Form Status" combo box shown in above screenshot consists of following status types:
 - a. **Reviewing**: Form is currently under reviewer's review
 - b. **Approved**: Form has been approved by reviewer.
 - c. **Denied**: Form has been denied by reviewer (applicant may go through appeal process to appeal the reviewer's decision)

- d. **Amended:** Reviewer may need to contact applicant to discuss, modify, or correct submitted form(s). Set Form status to "Amended" when the submitted application needs to be assigned back to applicant for modification(s).
5. Click **Set Form Status** button to confirm the "Form Status" decision.

When technical review has been successfully passed by the reviewer(s), a construction Permit can be issued so that the applicant can start the construction work.

Issuance

1 - 1 of 1 item(s)

View	Permit Number	Type	Status	Issued By	Issued Date	Effective Date	Expiration Date	Application ID	Name	Owner	Block/Lot	Site Address
	e2011-0163	Construction Permit	Issued	Joe Smith	03/14/2011	03/14/2011	03/13/2012	222	Quick Home Improvement Permit Application	John Doe		123 main street

< View Issued Permit >

The agency user can click button to view / review the Construction Permit just issued (see sample Construction Permit below).



CONSTRUCTION PERMIT

Date Issued 3/14/2011
Permit # e2011-0163

IDENTIFICATION Block Lot Qualification Code
 Work Site Location: 123 main street, edison, NJ 08840 Contractor: enfoTech
 Owner in Fee: Joe Smith Address: 1 Main St, Lawrence, NJ 08648
 Address: Tel: 340-456-7890
 Tel: 626-567-9807 Lic. No./Builders. Reg. No. 1111-1

Is hereby granted permission to perform the following work:

<input type="checkbox"/> BUILDING	<input checked="" type="checkbox"/> PLUMBING	<input type="checkbox"/> LEAD HAZARD ABATEMENT
<input checked="" type="checkbox"/> ELECTRICAL	<input type="checkbox"/> FIRE PROTECTION	<input type="checkbox"/> DEMOLITION
<input type="checkbox"/> ELEVATOR DEVICES	<input type="checkbox"/> ASBESTOS ABATEMENT	<input type="checkbox"/> OTHER - Mechanical

DESCRIPTION OF WORK:

Number of Furnace: 2

NOTE: If construction does not commence within one (1) year of date of issuance, or if construction ceases for a period of six (6) months, this permit is void.

Estimated Cost of Work \$ 500

Construction Official

3/14/2011
Date

PAYMENTS (Office Use Only)	
Building	\$0.00
Electrical	\$0.00
Plumbing	\$160.00
Fire Protection	\$0.00
Elevator Devices	
Other	
DCA State Permit Fee	\$2.00
Cert. of Occupancy	
Other	
Total	\$162.00
Check No.	
Cash	
Collected by	

U.C.C. F170 (rev. 01/04)

< Example Construction Permit >

2.3 Decision Tab

Under Decision tab, an agency user can review the permit application package in a global view and perform the following:

- Review the whole application
- Review/Add Additional Attachment(s)
- Make a final Decision

2.3.1 Review

Review Attachment

[Decision \(More Detail\)](#)

Comment Template

Review History

* Review Comments

I have reviewed this application.

Make Review If you are the last reviewer, please make sure to set the Application Status below.

* Application Status Complete Submitted Comments Application Status Comments

Set Application Status You cannot change the application status until all reviewers have reviewed the application.

< Decision/Review Tab >

The final Decision review steps are quite similar to Technical review steps. Please refer to Technical Review for details.

Below are brief descriptions for all GovOnline supported “Application Status” types:

1. **Amendment:** Reviewer has sent submitted application back to applicant for amendment
2. **Complete Received:** Application has been completely received by agency
3. **Complete Submitted:** Applicant submitted all application Forms/Documents
4. **Approved:** Submitted application is approved by reviewer (ready to issue permit or issue certificate)
5. **Withdrawal:** Submitted application has been withdrawal
6. **Denial:** Submitted application has been denied (applicant may go through appeal process to appeal the reviewer’s decision)
7. **Revised Application:** Submitted application has been revised.
8. **Pass Due Date:** Submitted application has passed the due date
9. **Technical Review Completed:** Technical review has been completed

2.3.2 Attachment

Under Attachment tab, an agency user can review and manage the attachments submitted by an applicant.

< Decision/Attachment Tab >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Attachment screen section):

1. An agency user is able to check the **Received** checkbox when he/she receives the corresponding attachment
2. An agency user can upload files (received from applicant) as attachments by clicking **Upload File** button
3. An agency user may add special “note” to attachments by clicking **Add Note** button
4. An agency user also has the flexibility to require the applicant to submit additional attachments by clicking the **Add Additional Attachment** button

2.4 Application Data Tab

At any agency user Review/Decision stages (such as Administrative review or a Technical review), “Application Data” tab allows the reviewer(s) to fully access to the user submitted data. Under this tab, it consists of four sub-tabs:

- **Data:** It includes all original applicant submitted data (Form(s)), such as Project Site Location; Owner in Fee; Work Area information; Responsible Person in Charge once Work has Begun and Principal Contractor related information
- **Attachment:** This tab collects all attachments submitted by the applicant or entered by the reviewer(s)
- **Fee:** It allows agency user to review required permit fee(s) and potentially add additional required fee(s)
- **Inspection:** It allows agency user to review required Inspection(s) and confirm / create the required Inspection(s) and publish them (make them available) to the applicant

2.4.1 Data

Data Attachment Fee Inspection

[Show History](#) View Quick Home Improvement Permit

Project Site Location

★ Address 1
123 Main St

★ City ★ State ★ Zip Code
Lawrence NJ 08648

☐ Validate Block/Lot

Block Lot Qualification Code

Owner in Fee

Ownership in Fee ☐ Public ☒ Private

★ First Name ★ Last Name
alex li

★ Phone (555-555-5555 Ext.) Email
555-555-5555

Work Area Information

★ Please select at least one Work Area (Estimated Cost: Numbers Only)

Use Group: R-5: DETACHED 1 & 2 FAMILY DWELLINGS

☒ Furnace - Replacement ★ Quantity: 1 ★ Estimated Cost: \$ 234

< Application Data / Data Tab >

Agency user can review the user submitted application data and make needed modification when necessary.

Sub Contractor

		Subcode	Name	License/Reg No.	Federal Emp. ID No.	Exp. Date	Address	Phone	Email
	Add								
1									

Save

Agency user may add required sub contractor information at the Sub Contractor section by clicking the **Add** button.

Sub Contractor

		Subcode	Name	License/Reg No.	Federal Emp. ID No.	Exp. Date	Address
OK Cancel		Building Subcode					
1							

Save

After inputting the necessary Sub Contractor information, click **OK** to confirm.

Sub Contractor

			Subcode	Name	License/Reg No.	Federal Emp. ID No.	Exp. Date	Address	Phone	Email
Edit	Delete	Add	Building Subcode							

Save

Agency user may also delete or edit the subcontractor information by clicking the **Delete** or **Edit** button.

2.4.2 Attachment

Data


Attachment

Fee

Inspection

Attachment Detail

Please make sure that all required attachments are received.

 Additional Document (Optional,)

☐ Received

Upload File **Add Note**

Add Additional Attachment

< Application Data / Attachment Tab >

The Attachment tab is the same as Technical review attachment. Please refer to the Attachment review details under the Technical Review section.

2.4.3 Fee

Under this section an agency user can review the required fee(s), add additional fee(s), delete not applicable fee(s) and when ready, publish the fee(s).

Fee

Some initialed fees need to be created!

Fee Detail

Please review, verify and adjust fee amount.

Delete	Required	* Fee Name	To Be Collected(\$)	Calculated(\$)	Paid(\$)	Status	Type	Calculate
	<input checked="" type="checkbox"/>	Roofing Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	Siding Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	ElectricHWH Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	Furnace Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	AC Permit	57.00	\$57.00	\$57.00	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	Radon Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	GasHWH Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	Boiler Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	Security Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	Light Permit		-	-	Unpaid	Permit Fee	
	<input checked="" type="checkbox"/>	State Permit Surcharge (Building) Fee	0.00	\$0.00	-	Unpaid	DCA Alteration Training Fee	
	<input checked="" type="checkbox"/>	State Permit Surcharge (Electrical) Fee	2.00	\$2.00	\$2.00	Unpaid	DCA Alteration Training Fee	
	<input checked="" type="checkbox"/>	State Permit Surcharge (Plumbing) Fee	2.00	\$2.00	\$2.00	Unpaid	DCA Alteration Training Fee	
	<input checked="" type="checkbox"/>	State Permit Surcharge (Fire) Fee	0.00	\$0.00	-	Unpaid	DCA Alteration Training Fee	

Create Required Fee **Add Additional Fee**

<Review / Create Required (or Additional) fee >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Fee screen section):


1. An agency user reviews the Fee Details and has the flexibility to add additional fee(s) by clicking the **Add Additional Fee** button
2. After an agency user reviews/updates the necessary fee information, he or she should select the checkbox in the "Required" column (for all required fees) and click **Create Required Fee** button to publish fees to the applicant
3. The fee name is required to be filled out under the "Fee Name" column.
4. If a user adds a new fee, the calculate () button can be clicked to initialize the fee.
5. To delete a fee, click icon under the Delete column ("delete" means to remove not applicable fee(s)).

2.4.4 Inspection

Under this tab, an agency user can select required inspection(s) for this permit application and published them to the applicant so that an applicant can receive and review the required Inspection(s) and when ready, request to schedule the required inspections.

Administrative Review Technical Review Decision **Application Data**

This page allows you to review application data.









Select **Quick Home Improvement Permit**  **Load**

Data Attachment Fee **Inspection**

Inspection

Please review, prepare required inspections.



1 - 4 of 4 item(s)

View/Edit	Delete	Required	Inspection Type	Status	Proper Order	Comment
		<input type="checkbox"/>	Quick Home Improvement Building Inspection	Initial	0	
		<input checked="" type="checkbox"/>	Quick Home Improvement Electrical Inspection	Required	0	
		<input checked="" type="checkbox"/>	Quick Home Improvement Plumbing Inspection	Required	0	
		<input type="checkbox"/>	Quick Home Improvement Fire Inspection	Initial	0	

Create Required Inspection

<Application Data / Inspection Tab >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Inspection screen section):

1. An agency user can review the application form by clicking the  icon
2. An agency user can specify if the inspection will be required by checking the check-box under the "Required" column
3. An agency user should click the **Create Required Inspection** button to confirm and publish the required Inspection(s) to the applicant
4. An agency user can delete not required inspections by clicking the  icon under the Delete column.

3 Inspection Management

GovOnline Inspection Management system allows an agency user to manage inspections, inspector assignments and manage time slot scheduling.

3.1 Manage Inspection

Inspection Management > Inspection Management > Manage Inspection

This page allows you to search/manage Inspections.

Application ID: Inspection Status: (All)

Search Result

1 - 15 of 78 Item(s)

Edit	Application ID	Category/Type	Status	Requested Date	Due Date	Proper Order	Inspector	Owner	Block/Lot	Site Address
	217 - Approved	Building Subcode/Quick Home Improvement Building Inspection	Required			0		John Doe	/	123 Main St, Lawrence NJ
	217 - Approved	Electrical Subcode/Quick Home Improvement Electrical Inspection	Required			0		John Doe	/	123 Main St, Lawrence NJ
	217 - Approved	Plumbing Subcode/Quick Home Improvement Plumbing Inspection	Required			0		John Doe	/	123 Main St, Lawrence NJ
	216 - Complete Submitted	Building Subcode/Quick Home Improvement Building Inspection	Required			0		John Doe	45/	123 Main Street, Hazlet NJ, 123
	216 - Complete Submitted	Electrical Subcode/Quick Home Improvement Electrical Inspection	Required			0		John Doe	45/	123 Main Street, Hazlet NJ, 123

< Inspection Management >

An agency user can view any submitted application by simply clicking the “Edit” () button. Once the applicant is ready and requests to receive the schedule(s) of the required inspection(s), agency user may review the inspection summary and make a inspection related decision (under Summary & Decision tab).

Summary and Decision Violation Attachment

Basic Information

Inspection Start Date 3/16/2011 9:30:00 AM , Due Date 3/16/2011 3:30:00 PM

* Inspection Name: Quick Home Improvement - Building * Inspection Type: Quick Home Improvement Building Inspection Assigned Inspector: Joe Smith

Description:

Decision

* Change Inspection Status to: Requested

Comment Template

Comment

Required: Inspection is required for client to make request.

Requested: Inspection has been requested. Admin needs to confirm.

Scheduled: Inspection is ready for inspector to inspect.

Passed: Inspection is passed.

Failed: Inspection is Failed.

< Inspection Summary and Decision Tab >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Inspection Summary screen section):
















1. Change inspection date if necessary
2. Change the inspector if necessary
3. Change inspection Status from Request to Scheduled. Supported inspection status types include:
 - a) **Required:** Inspection is required for applicant (ready for client to make inspection request)
 - b) **Requested:** Inspection has been requested by the applicant
 - c) **Scheduled:** Inspection request has been acknowledged by agency user and scheduled according to the applicant's requested inspection date
4. Select a pre-defined comment template and leave any necessary comments regarding the inspection status change status
5. Click **Save** to confirm and save all edits.

However, with existing outstanding "required" inspection(s), the applicant can always call in to request for an inspection schedule (or change an existing inspection schedule). At this moment, the agency user may directly make an appointment for the applicant by clicking **Request Inspection Appointment** button (see attached screen below).

Basic Information

<p>★ Inspection Name:</p> <input type="text" value="Quick Home Improvement - Electrical"/>	<p>★ Inspection Type:</p> <input type="text" value="Quick Home Improvement Electrical Inspection"/>	<p>Assigned Inspector:</p> <input type="text"/>
<p>Description:</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Furnace</p> </div>		

Decision

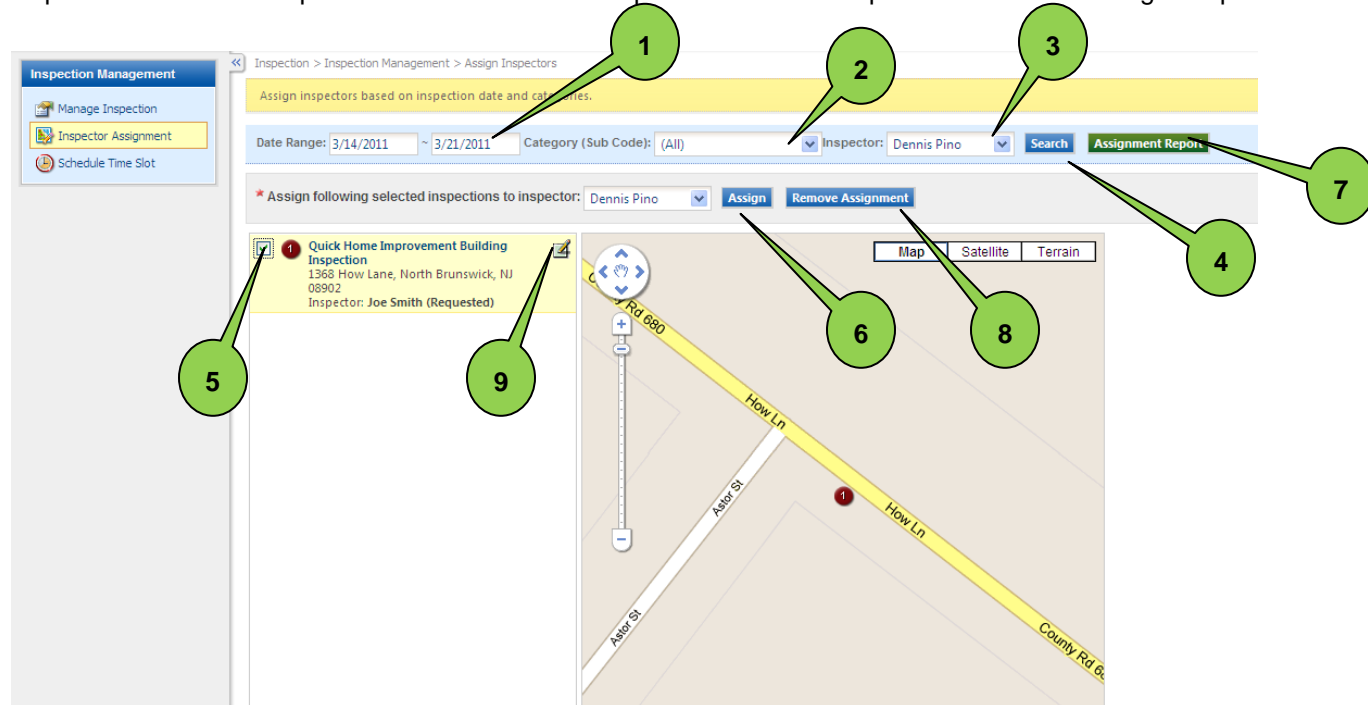
<p>★ Change Inspection Status to</p> <input type="text" value="Required"/>	<p>★ Comment</p> <div style="border: 1px solid #ccc; padding: 5px;"> <p>Furnace</p> </div>	<table border="0"> <tr> <td></td> <td>Required: Inspection is required for client to make request.</td> </tr> <tr> <td></td> <td>Requested: Inspection has been requested. Admin needs to confirm.</td> </tr> <tr> <td></td> <td>Scheduled: Inspection is ready for inspector to inspect.</td> </tr> <tr> <td></td> <td>Passed: Inspection is passed.</td> </tr> <tr> <td></td> <td>Failed: Inspection is Failed.</td> </tr> </table>		Required: Inspection is required for client to make request.		Requested: Inspection has been requested. Admin needs to confirm.		Scheduled: Inspection is ready for inspector to inspect.		Passed: Inspection is passed.		Failed: Inspection is Failed.
	Required: Inspection is required for client to make request.											
	Requested: Inspection has been requested. Admin needs to confirm.											
	Scheduled: Inspection is ready for inspector to inspect.											
	Passed: Inspection is passed.											
	Failed: Inspection is Failed.											

Save
Request Inspection Appointment

< Inspection Summary and Decision - Request Inspection Appointment >

3.2 Inspector Assignment

Under this menu option, an agency user (such as Technical Assistant or Inspector) can re-assign an inspection to another inspector as well as view the report and find the inspection location in Google Map.



< Inspection Assignment >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Inspection Assignment screen section):

1. Specify a date range to view all scheduled inspections falling into that range
2. An agency user can narrow down his or her search by only selecting a specific Sub-code
3. Search all inspections assign to an individual inspector
4. Once search criteria are entered, clicks the **Search** button to load the corresponding inspections
5. Selecting a particular inspection by checking the inspection "checkbox"
6. Choose an inspector that the "selected" inspection(s) will be assigned to and then click **Assign** button to confirm action
7. An agency user can review the Inspection Assignment history report by clicking the Assignment Report button. The sample report is shown below.
8. An agency user can remove "selected" inspection assignments by clicking **Remove Assignment** button
9. An agency user can view the Inspection Edit Entry by simply clicking the **Edit** ("🔧") button



Inspection Assignment Report

From: 3/14/2011 To: 3/21/2011

Subcode	Type	Status	Address
---------	------	--------	---------

From: 3/14/2011 9:30:00 AM To: 3/14/2011 3:30:00 PM (count: 3)

Roger Yang (count: 3)

Building Subcode	Quick Home Improvement Building Inspection	Passed	123 Main Street
Electrical Subcode	Quick Home Improvement Electrical Inspection	Passed	123 Main Street
Plumbing Subcode	Quick Home Improvement Plumbing Inspection	Passed	123 Main Street

From: 3/16/2011 9:30:00 AM To: 3/16/2011 3:30:00 PM (count: 1)

Roger Yang (count: 1)

Building Subcode	Quick Home Improvement Building Inspection	Requested	123 Main Street
------------------	--	-----------	-----------------

< Inspection Assignment Report >

3.3 Schedule Time Slot

Under this menu option, an agency user can manage inspection time slots (edit, delete and schedule inspections, etc.).

Category: (All) Inspector: (All) Status: (All) Search

Time Slots Calendar Time Slots of date: Monday, March 14, 2011

March 2011

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2
3	4	5	6	7	8	9




Legend:
 : # of available inspection time slots
 : Holiday

1 - 15 of 36 item(s)

Edit	Delete	Category	Inspector	Time Slot	Duration	Status
		Building Subcode	Joe Smith	9:30 AM ~ 3:30 PM	6 hrs	Requested
		Building Subcode	John L	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Paul Reinhold	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Dennis Pino	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Robert Faye	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Linda Courtney	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Carolyn Eckart	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Sharon Keegan	9:30 AM ~ 3:30 PM	6 hrs	Available
		Building Subcode	Jennifer O'Keeffe	9:30 AM ~ 3:30 PM	6 hrs	Available
		Electrical Subcode	Joe Smith	9:30 AM ~ 3:30 PM	6 hrs	Requested
		Electrical Subcode	John L	9:30 AM ~ 3:30 PM	6 hrs	Available
		Electrical Subcode	Paul Reinhold	9:30 AM ~ 3:30 PM	6 hrs	Available
		Electrical Subcode	Dennis Pino	9:30 AM ~ 3:30 PM	6 hrs	Available

< Scheduled Time Slot >


Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Schedule Time Slot screen section):


1. Select the inspection category
2. Specify the inspector if necessary
3. Select the targeted inspection status to be searched and then click **Search** button to trigger action
4. An agency user can view/edit the selected Inspection slot by simply clicking the “**Edit**” () button
5. An agency user can delete the selected inspection slot by simply clicking the “**Delete**” () button
6. An agency user can create new time slot(s) for inspector(s) by clicking the “**Add**” () button. The sample “Create Time Slot” screen is shown below.


Create Time Slots for Inspection

Create single or multiple time slots of inspection for clients to request.

Category and Inspectors



★ Category (Sub Code): Construction Permit  Estimate: 1 hour(s)

★ For Inspector(s): (All)  Total 3 inspector(s)



☐ Do not associate time slots with inspectors when creation.


Time Slots Setting

★ Date Range: 1/20/2011 ~ 1/20/2011

★ Time Range: 07:00 AM  ~ 08:00 AM  1 hour(s)

★ Number of Slots of Each Day: 1


☐ Create time slots on weekend.

Create Time Slot(s) 

< Create Inspection Time Slot >

Here are brief descriptions of typical actions that may be carried out by agency user (as marked numbers shown in the above Create Inspection Time Slot screen section):

1. At the popup window, the agency user first need to indicate what the inspection category (SubCode) is to be worked on and who the inspector will be for
2. **Time slots setting** area is designed to create time slot(s) for inspector(s). By default it is associated with the inspector you identified in Inspector dropdown

enfoTech

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3. **“Do not associate time slots with inspectors when creation”** should be checked for creating blank Inspection Time slots (no inspector(s) will be associated at time slot creation time)
4. Fill in **Time Slots Setting** section parameters includes Data Range, Time Range Setting and Number of Slots for each day
5. If agency will be open on weekend during Time Slot creating date range, check “Create time slots on Weekend” check box
6. Click the **Create Time Slot(s)** button to create the time slot(s)

4 Report

From Report menu tab, agency can locate desired summary report by clicking the desired report's view icon. A report name and report type's drop down can be used to filter out unwanted reports.

[Home](#) [Application](#) [Inspection](#) **[Report](#)** [Work Task](#) [eService](#) [System Setting](#) [My Account](#)











Submission > Report > Summary Report

This page allows you to locate submitted application by selecting from a variety of search criteria including application
To view or review the details of a Submitted Application, click the  icon in the first column of the result table (Applic

Report Name Report Type (All)

Search Result

1 - 10 of 10 item(s)

View	Name	Type
	Construction Permit Activity Report	System Summary Reports
	Submission Summary Report	System Summary Reports
	Payment Summary Report	System Summary Reports
	Inspection Assignment Report	System Summary Reports
	Permit Fee Log	UCC Summary Reports
	Inspection Log	UCC Summary Reports
	Certificate Log	UCC Summary Reports
	Municipal Monthly Activity Report -Certificates	UCC Summary Reports
	Municipal Monthly Activity Report -Permits	UCC Summary Reports
	State Permit Surcharge Fees Report	UCC Summary Reports

< Summary Reports List >

4.1 Filtering Criteria

From the report filtering criteria section, records selection can be set based on different individual criteria. For example: Date range can be specified, Department name or permit name can be specified, payment by credit or check . . . can be specified to retrieve desired records.

Start Date ☒ NULL End Date ☒ NULL

Department Application

Payment Method Submit Method

1 of 2 ? 100% Find | Next

Uniform Construction Code Payment Summary Report 5/19/2011
 Department: Uniform Construction Code Payment Method: (All)
 Application: (All) Submit Method: (All)
 Date: (All) (732) 264-1700
 1766 Union Avenue
 Hazlet, NJ 07730

ID	Date	Permit No	Block / Lot / Qual.	Applicant Name	Method	Permit Fee	DCA Fee	Service Fee
27	5/12/2011	e2011-0262	193.01 / 2	Dennis Pino	Credit Card	\$75.00	\$1.00	\$0.00
28	5/12/2011	e2011-0263		Dennis Pino	Credit Card	\$175.00	\$8.00	\$0.00
29	5/12/2011	e2011-0264		Dennis Pino	Credit Card	\$75.00	\$1.00	\$0.00
33	5/12/2011	e2011-0266	42 / 3.01 / 111.45	Dennis Pino	Credit Card	\$1,045.00	\$30.00	\$0.00
37	5/17/2011	e2011-0268		Dennis Pino	Credit Card	\$175.00	\$8.00	\$0.00
39	5/17/2011	e2011-0269		Dennis Pino	Credit Card	\$95.00	\$8.00	\$0.00

< Sample Summary Report >

4.2 Export & Print Report

Report can be printed directly by clicking the printer icon. Report can also be exported to different format, such as XML, CSV, PDF, Excel or Word.

Start Date ☒ NULL End Date ☒ NULL

Department Application

Payment Method Submit Method

1 of 2 ? 100% Find | Next

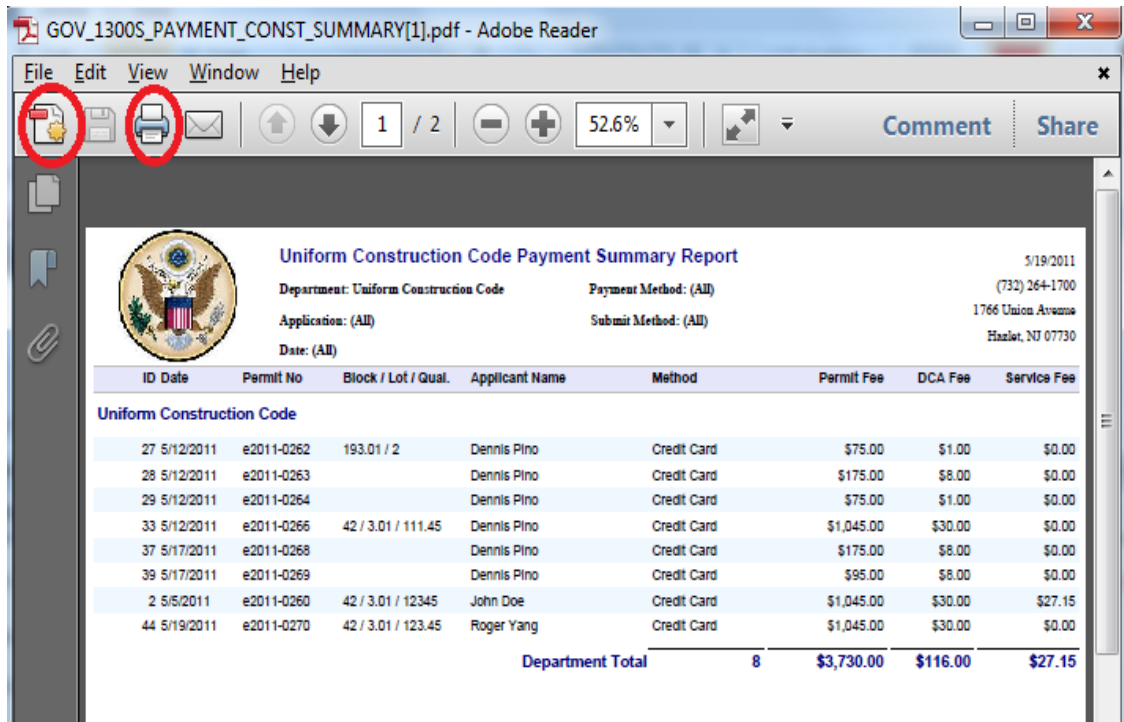
Uniform Construction Code Payment Summary Report 5/19/2011
 Department: Uniform Construction Code Payment Method: (All)
 Application: (All) Submit Method: (All)
 Date: (All) (732) 264-1700
 1766 Union Avenue
 Hazlet, NJ 07730

ID	Date	Permit No	Block / Lot / Qual.	Applicant Name	Method	Permit Fee	DCA Fee	Service Fee
27	5/12/2011	e2011-0262	193.01 / 2	Dennis Pino	Credit Card	\$75.00	\$1.00	\$0.00
28	5/12/2011	e2011-0263		Dennis Pino	Credit Card	\$175.00	\$8.00	\$0.00

< Export/Print Sample Summary Report >

4.3 PDF Report

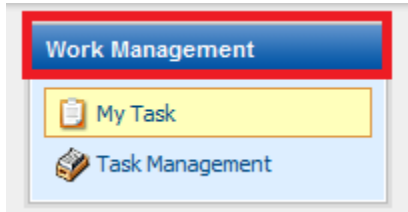
Once report is exported by selecting PDF format, the PDF report can be saved to be a PDF report or it can be printed out in PDF format directly by clicking printer icon.



< Sample PDF Summary Report >

5 Work Task

From Work Task menu tab, agency can locate desired task by clicking “**My Task**” or “**Task Management**” on the left panel.



< Work Task >

5.1 My Task

My Task allows agency provides specific selection criteria to retrieve desired work tasks which belong to the agency.

A screenshot of the 'My Work Task List' page in a web application. The top navigation bar includes links for Home, Application, Inspection, Report, Work Task (highlighted with a red box), eService, System Setting, and My Account. The left sidebar shows 'Work Management' with 'My Task' (highlighted with a red box) and 'Task Management'. The main content area has a breadcrumb trail: Work Task > Work Management > My Task List. Below this is the title 'My Work Task List' and a yellow box with the text 'To Search / Manage My Work Tasks'. A section titled 'Search for Work Task' contains search criteria: Task Group, Task Name, Task Type (dropdown), Task Status (dropdown), Start Date, Due Date, and Complete Date, each with a text input field and a tilde symbol. A blue 'Search' button is below the criteria. Under the 'Search Result' heading, a yellow box with a warning icon and the text 'No items found. Please try again.' is displayed.

< Work Task / My Task >

5.2 Task Management

Task Management allows agency to modify the selected work task.

Home Application Inspection Report **Work Task** eService System Setting My Account

Work Management

- My Task
- Task Management**

Work Task > Work Management > Task List

Work Task List


To Search / Manage Work Tasks.

Search for Work Task

Task Group: Task Name: Task Type: Task Status:

Assign To: Start Date: ~ Due Date: ~ Complete Date: ~

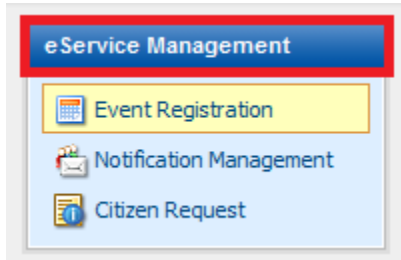
Search Result

 No items found. Please try again.

< Work Task / Task Management >

6 eServices

GovOnline's eServices allows public users register Township sponsored events online, make citizen request online and it also allows agency makes public announcement.

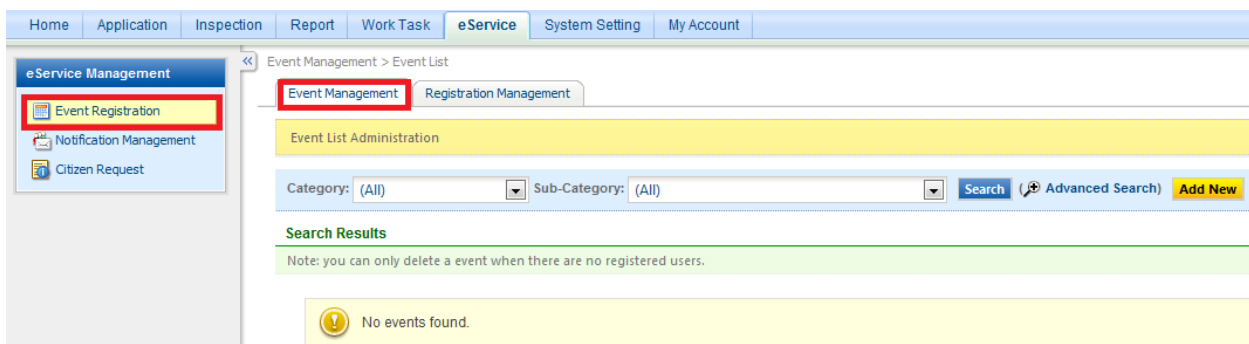


< eServices >

6.1 Event Registration

In order for public user being able to register Township sponsored event, agency needs to set up the event first thru Event Management.

6.1.1 Event Management



< eServices / Event Management >

- To add a new event, click (**Add New**) button and fill out all event information.
- Select Category/Sub-Category item and then click (**Search**) button to select desired event to modify.
- To edit an existing event, click (“**Edit**”) button and fill out the event information needs to be updated then click “**Save**” button to confirm the update.

6.1.2 Registration Management



< eServices / Registration Management >

- Select Category/Sub-Category item and then click (**Search**) button to select desired registration to modify.
- To edit an existing registration, click (“**Edit**”) button and fill out the registration information needs to be updated then click “**Save**” button to confirm the update.


6.1.3 Notification Management

GovOnline's eServices allows agency users make public announcement.

The screenshot displays the 'eService Management' interface. The top navigation bar includes links for Home, Application, Inspection, Report, Work Task, **eService**, System Setting, and My Account. The left sidebar shows 'eService Management' with options for Event Registration, Notification Management, and **Citizen Request**. The main area is titled 'Citizen Request > Request List'. Below this, a yellow box explains that users can search for Citizen Requests by criteria like Request ID, Subject, Requested date range, and Type. A search bar with 'Category: (All)' and a 'Search' button is present. Below the search bar, the 'Search Results' section shows '1 - 1 of 1 item(s)'. A table lists the results with columns: Edit, Status, Req. ID, Type, Category, Subject, Requested User, and Requested Date. The 'Edit' button in the first row is circled in red.

Edit	Status	Req. ID	Type	Category	Subject	Requested User	Requested Date
	 Requested	1	Request	Animal Related	Dead animal on the street	Yang, Roger	05/24/2011

< eServices / Notification Management >

- To add a new notification, click (**Add New**) button and fill out all notification information.
- Select Category/Sub-Category item and then click (**Search**) button to select desired notification to modify.
- To edit an existing notification, click Edit() button and fill out the notification information needs to be updated then click “**Save**” button to confirm the update.

6.2 Citizen Request

GovOnline's eServices allows public users make citizen request and agency user replies his response back. All the back and forth correspondences will be stored and displayed.



Request List

You may search for Citizen Requests by selecting from a variety of search criteria including Request ID, Subject, Requested date range, Type, the list shown below.

Category: (All) Subject: Search Advanced Search

Search Results

1 - 1 of 1 item(s)

Edit	Status	Req. ID	Type	Category	Subject	Requested User	Requested Date
	 Requested	1	Request	Animal Related	Dead animal on the street	Yang, Roger	05/24/2011

< eServices / Citizen Request >

- To edit an existing request, click Edit () button to fill out the response information.
- (Use "Advance Search" to retrieve responded requests)

Request Messages Attachments

Citizen Request Entry Information.

Request Subject

Type: **Request** Category: **Animal Related**

Requested Date: **5/24/2011 3:45:44 PM** Department:

Subject: **Dead animal on the street**

Request Messages

Roger Yang
5/24/2011 3:45:44 PM Dead cat on 123 Main Street

It is scheduled 3 PM on 5/25/2011 to clean it up. **Township Admin**
5/24/2011 3:47:19 PM

Response

Submit

< eServices / Citizen Request / Response >

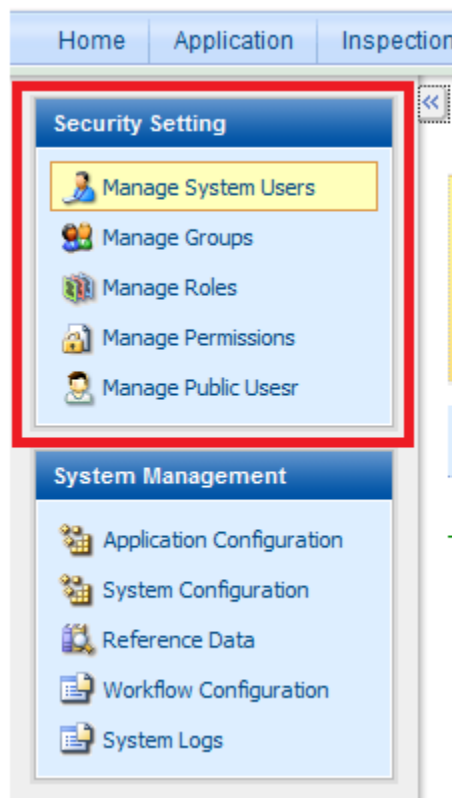
- Fill out the response information then click "**Submit**" button to confirm the response.

7 System Setting

Security setting can be set from System Setting. This section provides various system level's and application level's configuration. It also provides the capability to manage reference data which includes application fees' configuration. This also provides workflow configuration and system log's management.

7.1 Security Setting

It is used to manage application security setting which includes manage system/public users and manage groups/roles and permissions.



< System Setting >

7.1.1 Manage System Users

This is used to add new agency user or modify existing agency user's information which includes reset PIN/Password and also manage user's security group.

Home Application Inspection Report Work Task eService **System Setting** My Account

System Setting > Security Management > Manage Users

Security Setting

- Manage System Users**
- Manage Groups
- Manage Roles
- Manage Permissions
- Manage Public Users


System Management

- Application Configuration
- System Configuration
- Reference Data
- Workflow Configuration
- System Logs

User Search

You can search using partial criteria by adding a wildcard (%) before the search criteria value in each of the free text boxes below. For example, '%a' default a wildcard (%) will be placed at the end for all free text box search criteria.







To create a new User, click the 'Create New User' button.

To view or edit the details of a User, click the  icon in the first column of the result table (Users List).


Status: (All) User Name: Search Advanced Search **Add New**


Search Result

1 - 14 of 14 item(s)

View/Edit	User Name	First Name	Last Name	Email	Account Status	User Account Accepted?
	admin	Dennis	Pino	RogerYang_USA@yahoo.com	Active	Yes
	SWinters	Steve	Winters	swinters@hazlettwp.org	Active	Yes
	PReinhold	Paul	Reinhold	PReinhold@holmdeltownship-nj.com	Active	Yes
	FDiroma	Frank	Diroma	Roger_Yang@enfotech.com	Active	Yes
	DPino	Dennis	Pino	dpino@holmdeltownship-nj.com	Active	Yes
	BFaye	Robert	Faye	bfaye@hazlettwp.org	Active	Yes

< Manage System Users >

- To add a new agency user, click “**Add New**” button and fill out all required information. Once “**Save User Info**” button is clicked, a randomly generated password will be sent to the user's email address.
- To modify an existing agency user, click on View/Edit (“”) icon to select the desired user to update. Once the modification is finished, click “**Save User Info**” to save all changes.
 - Password and PIN can be reset here.
 - Selected groups can be associated here.



Reset Password **Issue/Reset PIN** **a**

Permit Groups

No results found. Please try again.

Associate Groups **b**

System Roles

1 - 9 of 9 item(s)

Groups	Role Name	Description	Groups
<input type="checkbox"/>	Guest	Guest	
<input type="checkbox"/>	Application Clerk	Application Clerk	
<input type="checkbox"/>	Application Technical Assistant	Application Technical Assistant	
<input type="checkbox"/>	Application Official	Application Official	
<input type="checkbox"/>	Inspector	Inspector	
<input type="checkbox"/>	Event Manager	Event Manager	
<input type="checkbox"/>	Notification Manager	Notification Manager	

< Modify System Users >

7.1.2 Manage Groups

This is used to add new user group or modify existing user group which includes modify the associated users with the user group and also the user group property setting of Permit Type, Inspection Type, Report Type, Event Type, Notification Type and Request Type.

Home Application Inspection Report Work Task eService **System Setting** My Account

System Setting > Security Setting > Manage Groups

Security Setting

- Manage System Users
- Manage Groups**
- Manage Roles
- Manage Permissions
- Manage Public User

System Management

- Application Configuration
- System Configuration
- Reference Data
- Workflow Configuration
- System Logs

System Groups

This Page allows you to Add/Remove System "Group" and associate "Users" for a selected Group. Select a System Group from the list and click on the new System Group, click on the icon next to System Groups. From the pop-up window, enter the Group Details and click OK. To remove a System selected System Group. Click Save to record the changes to the system.

* Denotes a required field.

Groups **Group Details**

Group Info

* Group Name:
QHIP_Review

Description:
Administrative Reviewer of Quick Home Improvement Permit

Group Users

No items found. Please try again.

Associate Users

< Manage Groups >

1. To add a new user group, click "+" icon and fill out group name and description.
2. Then click **"Associate Users"** button to select users to be associated with the group.
3. Click **"Save Group"** button at the end of the page to save all changes.

Group property setting can be set from “Group DataSet” dropdown. For example choose PM_TYPE (Permit Type) to set the group property for the associated users who have access rights to the selected permit application types. Choose REF_INSPECTION_CATEGORY (Inspection Type) to set the group property for the associated users who have access rights to the selected inspection types.

Group Info

★ Group Name:

QHIP_Review

Description:

Administrative Reviewer of Quick Home Improvement Permit



Group Users



No items found. Please try again.

Associate Users

Group DataSet

Table Name:

PM_FORM
PM_TYPE
REF_INSPECTION_CATEGORY
PM_FORM
REF_REPORT_TYPE
REF_EVENT_CATEGORY
REF_NOTIFICATION_CATEGORY
REF_REQUEST_CATEGORY

Name

Improvement

To apply quick permit for Roofing, Lighting.

Save Group

< Modify Groups >

1. **PM_TYPE** (Permit Type): To set the group property for the associated users who have access rights to the selected permit application types.
2. **REF_INSPECTION_CATEGORY** (Inspection Type): To set the group property for the associated users who have access rights to the selected inspection types.
3. **PM_FORM** (Form Type): To set the group property for the associated users who have access rights to the selected application form types.
4. **REF_REPORT_TYPE** (Report Type): To set the group property for the associated users who have access rights to the selected report types.
5. **REF_EVENT_CATEGORY** (Event Type): To set the group property for the associated users who have access rights to the selected event types.
6. **REF_NOTIFICATION_CATEGORY** (Notification Type): To set the group property for the associated users who have access rights to the selected notification types.
7. **REF_REQUEST_CATEGORY** (Request Type): To set the group property for the associated users who have access rights to the selected request types.

7.1.3 Manage Roles

This is used to add new user role or modify existing user role which includes modify the associated role tasks (permission sets) with the user role.

System Roles

This Page allows you to Add/Remove "System Role" and associate "Tasks" for a selected System Role. To add a new System Role, click on the icon next to System Roles. From the Details and click OK. To remove a System Role, click on the icon located on the right of the selected System Role. Click **Save** to save the changes to the system.

* Denotes a required field.

Roles

- Application Clerk
- Application Official
- Application Technical Assistant
- Event Manager
- Guest
- Inspector
- Notification Manager
- Request Manager
- System Admin

Role Details

Role Info

* Role Name:
Application Clerk

Description:
Application Clerk

Role Tasks

1 - 12 of 12 item(s)

	Task Name	Description
<input type="checkbox"/>	Guest	Guest
<input checked="" type="checkbox"/>	Application Administrative Reviewer	Application administrative review

< Manage Roles >

1. To add a new user role, click " " icon and fill out role name and description.
2. Then select role tasks (permission sets) to be associated with the role.
3. Click "**Save Role**" button at the end of the page to save all changes.

7.1.4 Manage Permissions

This is used to add new role task (permission set) or modify existing role task which includes modify the associated permissions (process/page/controls) with the role task.

System Permission Sets

This Page allows you to Add/remove System Permission Sets (Task) and associate "Permission" for a selected System Permission Set (Task). Select a System Permission Set (Task) from the list and check on the "allow (s)" (Permission) you wish to select to the System Permission Set. To add a new System Permission Set (Task), click on the icon next to System Permission Sets. From the pop-up window, enter the Permission Set (Task) Details and click OK. To remove a System Permission Set (Task), click on the icon located on the right of the selected System Permission Set (Task). Click **Save** to save the changes to the system.

* Denotes a required field.

Tasks

- Application Administrative Reviewer
- Application Decision Maker
- Application Paper Submitter
- Application Technical Reviewer
- Event Manager
- Guest
- Inspection Decision Maker
- Inspection Scheduler
- Notification Manager
- Request Manager
- System Setting Admin

Task Details

Task Info

* Task Name:
Application Administrative Reviewer

Description:
Application administrative review

Task Permission

The following control(s) don't allow to access!

1 - 15 of 358 item(s)

Delete	Process Name	Page	Control
	AppHomeAdmin.aspx-btLinkInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btLinkInspection
	AppHomeAdmin.aspx-btLinkMoreInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btLinkMoreInspection

Task Permission

The following control(s) don't allow to access!

1 - 15 of 368 item(s)

Delete	Process Name	Page	Control
X	AppHomeAdmin.aspx-btLinkInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btLinkInspection
X	AppHomeAdmin.aspx-btLinkMoreInspections	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btLinkMoreInspections
X	AppHomeAdmin.aspx-btLinkTotalInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btLinkTotalInspection
X	AppHomeAdmin.aspx-btLinkPlannedInspection	~/EnSuite/Shared/Pages/Main/AppHomeAdmin.aspx	btLinkPlannedInspection
X	ReferenceData.aspx-btEditGenericData	~/EnSuite/Setting/Pages/ReferenceData.aspx	btEditGenericData

2 3 4 5 6 7 8 9 10 11 12 13 14 15 ...

Associate Permission

Save Task with Permission

< Manage Permission Sets >

1. To add a new role task, click “+” icon and fill out role task name and description.
2. Click “**Associate Permission**” to select desired permissions (process/page/controls) to be associated with the role task.
3. Click “X” icon to disassociate associated permissions.
4. Click “**Save Task with Permission**” button at the end of the page to save all changes.

7.1.5 Manage Public User

This is used to add new public user or modify existing public user which includes modify the user's information, change status and reset password or PIN.

Public User Management

This Page allows you to manage Public User account.

Status: (All) User Name: Search Advanced Search **Add New**

Search Result

1 - 15 of 15 item(s)

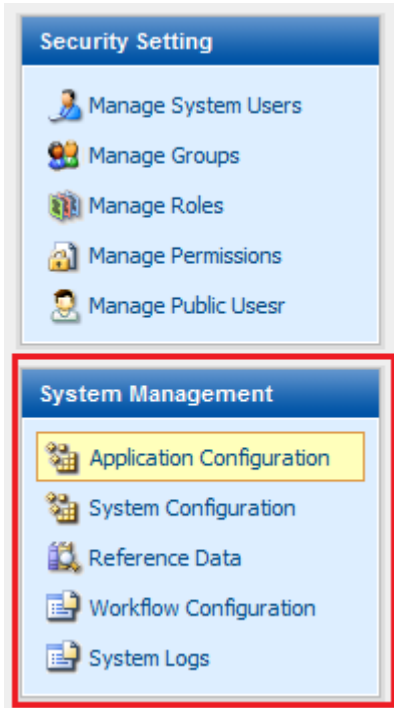
View/Edit	Change Status	Reset Password	Reset Pin	User Name	First Name	Last Name	Email	Account Status
				admin	Roger	Yang	RogerYang_USA@Yahoo.com	Active
				NGorman	Nancy	Gorman	ngorman@holmdeltownship-nj.com	Active
				PREinhold	Paul	Reinhold	PREINHOLD@HOLMDELTONSHIP-NJ.COM	Active
				DPino	Dennis	Pino	dpino@hazlettpw.org	Active
				RMaryak	Ronald	Maryak	RMaryak@HolmdelTownship-nj.com	Active

<Manage Public User>

1. To add a new role task, click “**Add New**” button and fill out all required user information. Once “**Save**” button is clicked, a randomly generated password will be sent to the user's email address.
2. To modify an existing agency user, click on View/Edit (“”) icon to select the desired user to update. Once the modification is finished, click “**Save**” to save all changes.
 - a. Click Change Status “” icon to change public user's status.
 - b. Click Reset Password “” icon to reset public user's login password.
 - c. Click Reset PIN “” icon to reset public user's PIN.


7.2 System Management

It is used to set up system level configuration and also application level configuration. It can also take care of workflow configuration and system logs.




<System Management>

7.2.1 Application Configuration

It is used to set up application level configuration. Click “Add New” button to add new application configuration. Or click Edit (“”) icon to modify existing application configuration.

System Setting > System Management > Application Configuration

This page allows you to config a selected application by using a variety of search criterias including program, category, department, type, status, names. The search results will appear below.

To view or edit the details of a Application Config, click the  icon in the first column of the result table (Applications List).

Application Type: (All) Application Name: Search Advanced Search **Add New**

Search Result

1 - 1 of 1 item(s)

Application ID	Name	Code	Program	Category	Department	Type	Status
69	Quick Home Improvement Permit	QHIPA	Township Permit & License	For Resident	Uniform Construction Code	Minor Work NJAC 5:23-2.17	Active

< Application Configuration >

7.2.1.1 General

It is used to set up application's general configuration. It consists of application information, attachment's mail-to and fax-to address and fee pay-to (to send check) address. It also provides capability to upload application instruction in PDF format.

Home Application Inspection Report Work Task eService **System Setting** My Account

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting Form Setting Notification Template Notification Application Property SubSystem

This page allows you to configure general Application information displayed when your application is found using one of GovOnline system search options. You can number, description, website link, and the 'Is this needed?' file. You can also modify the text displayed at the bottom of the Application Receipt for your application

Basic Information

* Application Name: Quick Home Improvement Permit * Application Code: QH-IPA * Application Status: Active

* Program: Township Permit & License * Category: For Resident * Department: Uniform Construction Code * Application Type: Minor Work NJAC 5:23-2.17

Fee Desc: Vary Reference Number: ENG-QHIPA

Related Web URI: [Verify]

Description: Roofing, Siding, Furnace, AC, Water Heater, Water Boiler, Security System, Radon, System & Electrical permits.

Attachment Mail-To

Address Line 1: Address Line 2:

City: State: Zip:

Instruction: MailingInfo.Comments

Attachment Fax-To

Fax Number:

Instruction: FaxInfo.Comments

Application Fee Pay-To

* Pay To:

Address Line 1: Address Line 2:

City: State: Zip:

Instruction: Enclose a copy of your application Receipt with your check or money order.

'Is This Needed?' Instruction File

Latest Instruction file: Quick Home Improvement Permit.PDF

Upload New File: Browse...

Save

< 7.2.1.1 Application Configuration – General >

7.2.1.2 Package Setting

It is used to set up application package's configuration. If the attachments, fees, inspections, issuance and reviewer are required for the application package, configuration needs to be set here.

7.2.1.2.1 Attachment

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting Form Setting Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection Issuance Reviewer

This page allows you to configure mailing and contact information for the attachments associated with your application. You can also configure the attachment attribute, description

Applicable Attachment(s)

☒ Is Attachment Required?

	Name	Attribute	Mail-To Contact	Validation Rule	Comment
+		Required Optional None			
-					

Save New/Edit Contact

< 7.2.1.2.1 Application Configuration/Package Setting - Attachment >

- Click the checkbox (☐) if the attachment page needs to be displayed.
- Click (**New/Edit Contact**) icon to add a new attachment mail-to contact or modify existing contact.
- Click () icon to add additional required/optional attachments. Optional mail-to contact can be selected. Attachment name and attribute are required to be specified.
- Click () icon to delete the selected attachment.
- Select "Required" option button if the attachment is required.

7.2.1.2.2 Fee

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting Form Setting Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection Issuance Reviewer

If fee is required for your application. You can also configure the payment mailing address that will be displayed on the "Pay by Check" Payment Page and, if the user is required to submitted application with the Application Receipt.

Applicable Fee(s)

Is Fee Required? ☐

	Name	Fixed Amount(\$)	Pay Upfront	Type	Comment
			<input type="checkbox"/>		

Save

Permit Fee
Administrative Fee
Waived Fee
DCA Volume Training Fee
DCA Alteration Training Fee
DCA Waived Training Fee

< 7.2.1.2.2 Application Configuration/Package Setting - Fee >

- Click the checkbox (☐) if the fee page needs to be displayed.
- Click () icon to add additional required fees. Fee name and amount and fee type are required fields to be specified.
- Click () icon to delete the selected fee.
- Pay Upfront checkbox needs to be checked if the fee needs to be paid up front.

7.2.1.2.3 Inspection

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting Form Setting Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection Issuance Reviewer

This page allows you to configure inspection requirements for a given application.

Applicable Inspection(s)

Is Inspection Required? ☐

	Inspection Name	Inspection Type	Proper Order	Validation Rule	Comment
	Certificate		0		Inspection to obtain Certificate



Save Pre-Populate

< 7.2.1.2.3 Application Configuration/Package Setting - Inspection >

- Click the checkbox (☐) if the inspection page is needed for the application.
- Click () icon to pre-populate pre-configured inspections.
- Click () icon to add additional inspection. Inspection name, type and proper order fields are required to be specified.
- Click () icon to delete the selected inspection.



7.2.1.2.4 Issuance

< 7.2.1.2.4 Application Configuration/Package Setting - Issuance >

- Click () icon to add additional issuance. Issuance name is required to be specified.
- Click () icon to delete the selected inspection.
- Application status is used to determine when the issuance should happen.
- “Auto Issue” is used to determine whether the issuance should be automatically triggered.

7.2.1.2.5 Reviewer

< 7.2.1.2.5 Application Configuration/Package Setting - Reviewer >

- Click () icon to add additional issuance. Issuance name is required to be specified.
- Click () icon to delete the selected inspection.
- Review sequence can be no sequence (parallel) or in sequence.
- Reviewer can be one individual or group of many individuals.
- Review duration days need to be specified to prevent any review delay.

7.2.1.3 Form Setting

It is used to set up application form's configuration. If the attachments, fees, inspections, issuance and reviewer are required for the application form, configuration needs to be set here.

< 7.2.1.3 Application Configuration/Form Setting >

- Click () icon to add additional form for the application package. Form type and attribute fields are required to be specified. Main type form will be displayed for applicant to fill out. If pre-fill checkbox is checked, the form will be pre-filled with stored data.
- Click () icon to delete the selected form.
- Click () icon to modify the selected form.

7.2.1.3.1 Attachment

< 7.2.1.3.1 Application Configuration/Form Setting - Attachment >

- Click the checkbox (☐) if the attachment page needs to be displayed.
- Click () icon to add a new attachment mail-to contact or modify existing contact.
- Click () icon to add additional required/optional attachments. Optional mail-to contact can be selected. Attachment name and attribute are required to be specified.
- Click () icon to delete the selected attachment.
- Select "Required" option button if the attachment is required.

7.2.1.3.2 Fee

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment **Fee** Inspection Issuance Reviewer

If fee is required for your application. You can also configure the payment mailing address that will be displayed on the "Pay by Check" Payment Page and, if the user is required to submitted application with the Application Receipt.

Applicable Fee(s)

☐ Is Fee Required?

	* Name	* Fixed Amount(\$)	Pay Upfront	* Type	Comment
			<input type="checkbox"/>		

Save

Permit Fee
Administrative Fee
Waived Fee
DCA Volume Training Fee
DCA Alteration Training Fee
DCA Waived Training Fee

< 7.2.1.3.2 Application Configuration/Package Setting - Fee >

- Click the checkbox (☐) if the fee page needs to be displayed.
- Click () icon to add additional required fees. Fee name and amount and fee type are required fields to be specified.
- Click () icon to delete the selected fee.
- Pay Upfront checkbox needs to be checked if the fee needs to be paid up front.

7.2.1.3.3 Inspection

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee **Inspection** Issuance Reviewer

This page allows you to configure inspection requirements for a given application.

Applicable Inspection(s)

☐ Is Inspection Required?

	* Inspection Name	* Inspection Type	* Proper Order	Validation Rule	Comment
	Certificate		0		Inspection to obtain Certificate

Save **Pre-Populate**

< 7.2.1.3.3 Application Configuration/Package Setting - Inspection >

- Click the checkbox (☐) if the inspection page is needed for the application.
- Click (**Pre-Populate**) icon to pre-populate pre-configured inspections.
- Click () icon to add additional inspection. Inspection name, type and proper order fields are required to be specified.
- Click () icon to delete the selected inspection.

7.2.1.3.4 Issuance

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection **Issuance** Reviewer

This page allows you to configure Issuance for a given application.

Applicable Issuance(s)

	* Issuance Name	* Application Status	Issuance Type	Report	Auto Issue?
	Construction Permit	Tech Review Done (Issue Permit)	Construction Permit	Construction Permit, Required Inspections	<input checked="" type="checkbox"/>
	Certificate of Approval (CA)	Approved (Issue Certificate)	Certificate of Approval (CA)	Construction Certificate	<input type="checkbox"/>

Save

< 7.2.1.3.4 Application Configuration/Package Setting - Issuance >

- Click () icon to add additional issuance. Issuance name is required to be specified.
- Click () icon to delete the selected inspection.
- Application status is used to determine when the issuance should happen.
- “Auto Issue” is used to determine whether the issuance should be automatically triggered.

7.2.1.3.5 Reviewer

System Setting > System Management > Application Configuration

Application Type: Minor Work NJAC 5:23-2.17 Application: Quick Home Improvement Permit Load Search Create New

General Package Setting **Form Setting** Notification Template Notification Application Property SubSystem

This page allows you configure attachment, payment, inspection, issuance and reviewer for a given Application.

Attachment Fee Inspection Issuance **Reviewer**

This page allows you to configure reviewer(s) for a given application.

Applicable Reviewer(s)

* Application Review Sequence Type: Parallel

	Review Type	* Reviewer	* Review Duration Days	Comment
	Construction Official	Individual <input checked="" type="radio"/> Group <input type="radio"/> Dennis Pino	7	

Save

< 7.2.1.3.5 Application Configuration/Package Setting - Reviewer >

- Click () icon to add additional issuance. Issuance name is required to be specified.
- Click () icon to delete the selected inspection.
- Review sequence can be no sequence (parallel) or in sequence.
- Reviewer can be one individual or group of many individuals.
- Review duration days need to be specified to prevent any review delay.

7.2.1.4 Notification Template

It is used to set up e-mail notification template for agency and applicant. Based on different event (such as approval, denial . . .), different content text needs to be set up, different recipients can be set up. Optional text message can also be set up.

General Package Setting Form Setting **Notification Template** Notification Application Property SubSystem

This page allows you to modify the email templates associated with GovOnline system triggered events. ("Applicant") emails are sent to the applicant and, if the applicant is a consultant with to all other designated email recipients, including the CC list and BCC list. You can configure the email recipients for each triggered event from the "Notification" tab.

Template List: Admin Admin Applicant

Administrative
Amendment
Approval
AttachmentNotice
CompleteSubmitted
ConsultantToOwner
Denial
FormReviewAmended
FormReviewApproved
FormReviewDenied
FormReviewIssueCertificate
FormReviewIssueLicense
FormReviewIssuePermit
GeneralInquiry
GeneralTemp1
GeneralTemp2
InspectionNotice
IssueCertificate
IssueLicense
PassDueDate
PayFeeNotice
ReceivedPayment
Renewal
Revision
RevisionRequest
RevisionRequestApproved
RevisionRequestDenied
RevisionRequestResponse
WithdrawalRequestResponse

Template Detail

Sender Configuration

* From: DoNotReply@GovOnline.us.com To List:

CC List: BCC List:

Template Configuration

* Status: Active * Format: Text * Tag:

* Subject: A Permit application has been received completely

* Email Content:

This email provides notice that the following application has been received completely:

Application ID: %SubmissionRid%
Application Name: %ApplicationName%
Application Status: %SubmissionStatusName%
Submitted Date: %SubmissionDate%

Click the following link to review the application
Review link

Thank you for using the %AgencyName% GovOnline System!
If you have any questions, please contact GovOnline System help center.

Regards,

* Text Message:

Save Template

< 7.2.1.4 Application Configuration/Notification Template >

- For each desired notification template, select template item from template list to set up email recipient and content and message text.
- Click **"Admin/Applicant"** dropdown to select the notification template type.
- Fill out **"FROM"**, **"TO list"**, **"CC list"**, **"BCC list"**.
- Select status (**"Active"** or **"Inactive"**); format (**"Text"** or **"HTML"**).
- Fill out email content text and message text.
- Click **"Save Template"** to save all changes.

7.2.1.5 Notification

It is used to set up notification's configuration. Choose email template and notification recipients for each notification event..

General Package Setting Form Setting Notification Template **Notification** Application Property SubSystem

This page allows you to configure the email notification events associated with your application/permit. The Sender Name and Sender Email you provide below will appear in the \"From\" section of email sent out on behalf of your application/permit. The CC and BCC boxes are for you to provide a static list of email addresses to be CC'd or BCC'd with an applicant version email for any trip where the CC or BCC option is selected respectively. Be sure to include a semicolon \";\", to separate multiple email addresses in your list.

Basic Information

Sender Name: GovOnline Sender Email: DoNotReply@GovOnline.us.com CC List: ? BCC List: ?


Additional Notification(s)

Please use semicolon(;) to separate multiple email addresses.

* Receiver ID	* Receiver Name	* Receiver Email	* Status
Official	Department Director	alex_li@enfotech.com	Active

Save **Notification Config**

< 7.2.1.5 Application Configuration/Notification >

- Click () icon to set up notification receiver, multiple recipients can be set for each receiver.
- Once all receivers are set, click (**Notification Config**) icon to configure notification event.

General Package Setting Form Setting Notification Template **Notification** Application Property SubSystem

[Back to Basic Info](#)

This page allows you to configure the email notification events associated with your application/permit.

Notification Event List	Detail
<ul style="list-style-type: none"> AdministrativeReviewComplete Amendment Approval AttachmentNotice CompleteSubmitted ConsultantToOwner Denial FormReviewAmended FormReviewApproved FormReviewDenied FormReviewIssueCertificate FormReviewIssueLicense FormReviewIssuePermit GeneralInquiry GeneralTemp1 GeneralTemp2 	<p>Notification Event Detail</p> <p>* Status: Active * Email Template: AdministrativeReviewComplete</p> <p>Description: When application is completely received</p> <p>Notification Recipients</p> <p>To: <input checked="" type="checkbox"/> Applicant <input checked="" type="checkbox"/> Official <input type="checkbox"/> Construction Official - Dennis Pino <input type="checkbox"/> Form Reviewer - Linda Courtney <input type="checkbox"/> Form Reviewer - Dennis Pino</p> <p>CC: <input checked="" type="checkbox"/> Cc List <input type="checkbox"/> Official <input type="checkbox"/> Construction Official - Dennis Pino <input type="checkbox"/> Form Reviewer - Linda Courtney <input type="checkbox"/> Form Reviewer - Dennis Pino</p> <p>BCC: <input checked="" type="checkbox"/> Bcc List <input type="checkbox"/> Official <input type="checkbox"/> Construction Official - Dennis Pino <input type="checkbox"/> Form Reviewer - Linda Courtney <input type="checkbox"/> Form Reviewer - Dennis Pino</p> <p>Save</p>

< 7.2.1.5 Application Configuration/Notification Configuration >

- Select email template from email template dropdown for the notification event.
- Select the receivers for the notification event. All agency staff who was given access rights will be shown to be selected.

7.2.1.6 Application Property

It is used to set up application property for each individual permit application. For example, Is permit renewable? Does permit need to have administrative review?

General Package Setting Form Setting Notification Template Notification **Application Property** SubSystem

This page allows you to configure properties associated with your application/permit.

Property

☒ Show Disclaimer?
The GovOnline system of Township, its agencies, officers, or employees would dedicate their bests to protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. Township and its GovOnline system development company specifically disclaim any and all liability from damages which may result from the accessing the web site, or from reliance upon any

☒ Show Security Precautions?
To prevent your information from being used inappropriately, we maintain stringent GovOnline's electronic safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

☒ Show Certification Statement?
I hereby certify that I am the owner in fee or authorized agent of the owner, of the described property. Further, I consent to the work to be done as described.

☒ Show Message on Receipt Page?
AUTHORIZATION TO PROCEED

1. In accordance with NJAC 5:23-2.17A you are hereby authorized to proceed with minor work.

2. You will receive your approved permit application shortly via email.


3. You must print the provided application; sign and seal all documents therein where indicated and submit the

	Inspection	Administrative Review	Technical Review	Final Decision
Decision	<input type="checkbox"/> Issue Approval Sticker? <input type="checkbox"/> Issue Not Approval Sticker?	<input checked="" type="checkbox"/> Allow Administrative Review? <input type="checkbox"/> Allow Admin Review Complete Check? Admin Review Complete Period: 12 Days after submitted Email Notification: 5 days before <input checked="" type="checkbox"/> Complete Notification Attached PDF?	<input checked="" type="checkbox"/> Allow Technical Review? <input type="checkbox"/> Allow Tech Review Complete Check? Tech Review Complete Period: 12 Days after Admin Review Complete Email Notification: 5 days before <input type="checkbox"/> Form Review? Form Review Caption: Review <input type="checkbox"/> Complete Notification Attached PDF?	<input checked="" type="checkbox"/> Allow Final Decision? <input type="checkbox"/> Allow Final Decision Complete Check? Final Decision Complete Period: 12 Days after Tech Review Complete Email Notification: 5 days before Review Tab Caption: Review <input type="checkbox"/> Complete Notification Attached PDF? <input type="checkbox"/> Enforce Inspection Done before Final Decision Complete?

	Data Entry	Issue	Renewal	Extension	Termination
License/Permit/Certificate	<input type="checkbox"/> Allow Public Inquiry <input type="checkbox"/> Allow Consultant <input type="checkbox"/> Show Form List <input type="checkbox"/> Require Security Question? <input type="checkbox"/> Require Pin? <input type="checkbox"/> Auto Approval? <input type="checkbox"/> Combine Payment and Submit process? <input type="checkbox"/> Submit Notification Attached PDF? <input type="checkbox"/> Issue License Notification Attached PDF? <input checked="" type="checkbox"/> Issue Permit Notification Attached PDF? <input checked="" type="checkbox"/> Issue Certificate Notification Attached PDF?	Issue Period: 0 days late Effective Period: 0 days late Expired Type: <input checked="" type="radio"/> Period Days <input type="radio"/> Fixed Date Message: 365 days late	<input type="checkbox"/> Allow Renewal? Renew Period: 365 days before expiration Email Notification: 30 days before expiration	<input type="checkbox"/> Allow Extension? Extension Period: days before expiration Email Notification: days before expiration	<input type="checkbox"/> Allow Termination?

	Attachment	Payment	Withdrawal	Revision
Post-Submit/Pre-Review	<input type="checkbox"/> Allow Additional Attachment	<input type="checkbox"/> Allow Additional Payment	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed
Post-Review/Pre-Transfer	<input type="checkbox"/> Allow Additional Attachments	<input type="checkbox"/> Allow Additional Payments	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed
Post-Transfer/Pre-Decision	<input type="checkbox"/> Allow Additional Attachments	<input type="checkbox"/> Allow Additional Payments	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed	<input type="radio"/> Unrestricted <input type="radio"/> Restricted <input checked="" type="radio"/> Not Allowed

< 7.2.1.6 Application Configuration/Property >

- Click () to turn on any individual property for the selected permit application.
- Decide if the permit application needs to have administrative / technical review and final decision?
- Specify the review duration to send reminder email to prevent any review delay.
- Specify whether permit application allows renewal / extension or termination.
- Specify whether the email notification will have PDF format's application forms attached.
- Decide whether post review allow additional attachments, additional payments, withdraw or revision.

7.2.1.7 Subsystem

It is used to set up application package's integration with subsystem.

This page allows you to configure online Attachment(s) file download information if your application/permit requires attachment for the applicant.

Basic Information

☒ Required Subsystem?

Service Location: Authenticate User Name: Authenticate Password:

Attachment File Information

☒ Allow attachment file download?

File Location: File Prefix: Sequence Number:

Task Scheduling

Task Name: Trigger On:

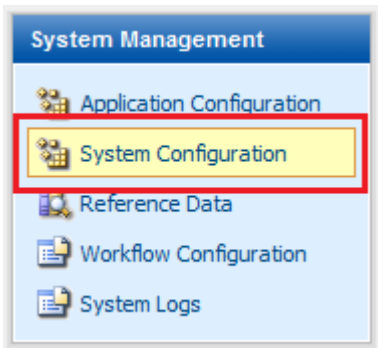
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< 7.2.1.7 Application Configuration/Subsystem >

- Specify the service location, User/Password for GovOnline to integrate with subsystem.
- Specify the file location if the attachments download is allowed.
- Specify task name and triggering point for the subsystem integration.

7.2.2 System Configuration

It is used to set up system level configuration. It can configure task, email template, email server, report server, web services, atomic time and seed code.



< 7.2.2 System Configuration >

7.2.2.1 Task

A screenshot of the 'Task' configuration page. The left sidebar shows 'Security Setting' and 'System Management' menus. The 'System Management' menu has 'System Configuration' highlighted. The main content area shows the 'Task' tab selected. It includes a breadcrumb 'System Setting > System Management > System Config' and a row of tabs: 'Task', 'Email Template', 'Email Server', 'Report Server', 'Web Services', 'Atomic Time', and 'Seed Code'. A yellow message box says 'To configure a Task Schedule, click "Save" to save the information to the database.' Below this, the 'Task Name' is set to 'Application Renewal Notification'. The 'Task Schedule' section shows 'Task Status' as 'Enabled', 'Run Exclusively' as unchecked, and 'Duration' starting on '10/10/2010' at '10:10' (hh:mm). The frequency is set to 'Daily'. At the bottom are 'Save' and 'Get Server Time' buttons.

< 7.2.2.1 System Configuration/Task >

- Select desired task to be configured from the Task dropdown.
- Specify the task schedule for the selected task.

7.2.2.2 Email Template

Task: **Email Template** | Email Server | Report Server | Web Services | Atomic Time | Seed Code

To configure an Email Template, select it from the list or click "Add New" to add a new Email Template. After

Select Email Template:

Sender Setting

From: To List:

CC List: BCC List:

Template Configuration

Template Status: * Format: Template Tag:

Subject:

Email Content:

Dear %FirstName% %LastName%:

This is the notification regarding your account Activated recently by ePermit System.
Your login name is: %LoginName%

Thank you for using the %AgencyName% GovOnline System!
If you have any questions, please contact GovOnline System help center.

Regards,
%AgencyName% GovOnline System

Text Message:

Save Email Configuration

< 7.2.2.2 System Configuration/Email Template >

- For each desired email template, select template item from template dropdown.
- Fill out "FROM", "TO list", "CC list", "BCC list".
- Select status ("Active" or "Inactive"); format ("Text" or "HTML").
- Fill out email content text and message text.
- Click "Save Email Template" to save all changes.

7.2.2.3 Email Server

Task Email Template **Email Server** Report Server Web Services Atomic Time Seed Code

To configure a Email Server, please enter a valid server URL or IP address, click "Save" to update the information.

Email Server Setting

Host:

Port:

User ID:

Password:

Save Email Server

< 7.2.2.3 System Configuration/Email Server >

- Specify email server's host name, port, ID and password to be able to send email.

7.2.2.4 Report Server

Task Email Template Email Server **Report Server** Web Services Atomic Time Seed Code

This Page allows you to configure a Report Server Information, click "Save" to save the information to the database.

Report Server Setting

Server:

User ID:

Password:

Domain:

Save Report Server

< 7.2.2.4 System Configuration/Report Server >

- Specify report server's name, ID, password and domain to be able to show report.

7.2.2.5 Web Services

Task Email Template Email Server Report Server **Web Services** Atomic Time Seed Code

This Page allows you to Add New a Web Service, click "Save" to save the information to the database.

Web Service List

1 - 1 of 1 item(s)

Edit	Web Service Name	Web Service URL	Web Service Token	Web Service Status	Delete
	my Webservice	http://www.mywebservic.com/v11	AKFN34J5L32J56M63L4J1J423FAWF324	A	

Add New WebService

< 7.2.2.5 System Configuration/Web Services >

- Specify GovOnline's Web Services name, URL, token and status to be called from other system.

7.2.2.6 Atomic Time

Task Email Template Email Server Report Server Web Services **Atomic Time** Seed Code

This Page allows you to Add New a Atomic, click "Save" to save the information to the database.

Atomic Clock List

		Status	IP Address	Name	Port	Timeout (milli-seconds)
	1	A	129.6.15.28	time-a.nist.gov	13	1000
	2	A	129.6.15.29	time-b.nist.gov	13	1000
	3	A	132.163.4.101	time-a.timefreq.blrdoc.gov	13	1000
	4	A	132.163.4.102	time-b.timefreq.blrdoc.gov	13	1000
	5	A	132.163.4.103	time-c.timefreq.blrdoc.gov	13	1000
	6	A	128.138.140.44	utcnist.colorado.edu	13	1000
	7	A	192.43.244.18	time.nist.gov	13	1000
	8	A	131.107.1.10	time-nw.nist.gov	13	1000
	9	A	63.149.208.50	nist1.datum.com	13	1000
	10	A	216.200.93.8	nist1.dc.glassey.com	13	1000

< 7.2.2.6 System Configuration/Atomic Time >

- Edit Atomic Clock's information or change the priority sequence of all atomic clocks for GovOnline to use.



7.2.2.7 Seed Code

[Task](#) [Email Template](#) [Email Server](#) [Report Server](#) [Web Services](#) [Atomic Time](#) [Seed Code](#)

This page allows you to reset control number, permit number and so on.

Seed Records

1 - 2 of 2 item(s)

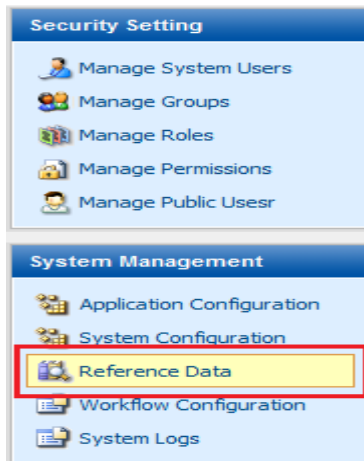
	Name	Current Number	Min Number	Max Number	Updated Date	Updated By
	UCCARS Record ID	273	0	9999999	04/21/2010	Admin
	Permit Number	271	0	9999999	04/21/2010	Admin

< 7.2.2.7 System Configuration/Seed Code >

- Change UCCARS Record ID's or Permit Number's current numbers.

7.2.3 Reference Data

It is used to manipulate all types of reference data which includes fee data configuration, It also includes event category, inspection category, comment template, statute code and work items.



< 7.2.3 Reference Data >

7.2.3.1 Generic Data








Generic Data | Event Category | Fee Config | Inspection Category | Comment Template | Statute Code | Work Item

To configure generic data, please select a generic table from dropdown list.

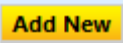

Generic Reference Table List: REF_ADDRESS_TYPE | Search | Add New

Data of REF_ADDRESS_TYPE

1 - 8 of 8 item(s)

Edit	Code	Name	Description	Status CD	Updated Date	Updated By
	Business	Business Address	Business Address	A	2010-06-04	admin
	General	General Address	General Address	A	2009-11-25	SSIS
	Billing	Billing Address	Billing Address	A	2009-11-25	SSIS
	Contact	Contact Mailing Address	Contact Mailing Address	A	2009-11-25	SSIS
	Mailing	Mailing Address	Mailing Address	A	2009-11-25	SSIS
	Permanent	Permanent home address	Permanent home address	A	2009-11-25	SSIS
	Service	Service address	Service address	A	2010-09-07	admin

< 7.2.3.1 Reference Data/Generic Data >

- Click Add New () button to add any new reference table.
- Click edit () to add/edit/inactivate data of any existing reference table.

7.2.3.2 Event Category








Generic Data **Event Category** Fee Config Inspection Category Comment Template Statute Code Work Item

Event Category List.


Department: Name: **Search** **Add New** **Sub Category Setting** **Location Setting**


Search Results

1 - 7 of 7 item(s)

	ID	Code	Name	Status	Department	Description
	10	Flu_Shot	Flu Shot	Active		Flu Shot
	20	Food_Course	Food Course	Active		Food Course
	30	Hepatitis B Screening	Hepatitis B Screening	Active		Hepatitis B Screening
	40	Hepatitis B Vaccination	Hepatitis B Vaccination	Active		Hepatitis B Vaccination
	50	Others	Others	Active		Others
	51	Yoga Class	Yoga Class	Active	Health and Human Services	Yoga Class
	52	Vaccination	Vaccination	Active	Health and Human Services	Vaccination

< 7.2.3.2 Reference Data/Event Category_1 >


- Select desired department and click Search (**Search**) button to retrieve the desired event category.
- Click Add New (**Add New**) button to add new event category.
- Click edit () to edit any existing event category.

Event Category List: **Flu Shot**  **Sub Category Setting**

Sub Category Detail

* Code: * Status:

* Name:


Description: 

Save

Upload File



* File Name:

* File: **Browse...**

File Description: 

Upload

< 7.2.3.2 Reference Data/Event Category_2 >

- Click button (**Sub Category Setting**) to manage event sub category.
- Click Add New () button to add a new event sub category.
- Click Add New () button to delete an existing event sub category.
- Click **Save** button to save the modification of an existing event sub category.

Generic Data **Event Category** Fee Config Inspection Category Comment Template Statute Code Work Item




Event Category List.

[← Back to Category List](#)


Location Name: [Search](#) [Add New](#)

Search Results

1 - 3 of 3 item(s)

View/Edit	ID	Name	Status
	2748	J. P. Steven High School	Active
	2749	Edison High School	Active
	2751	bbb	Inactive

< 7.2.3.2 Reference Data/Event Category_3 >

- Click button (**Location Setting**) to manage event location.
- Click Add New (**Add New**) button to add new event location.
- Click edit () to edit any existing event location.

7.2.3.3 Fee Config

Generic Data Event Category **Fee Config** Inspection Category Comment Template Statute Code Work Item

This Page allows you to setup required Fee for a given application (Form).

Type: Form Quick Home Improvement Permit Fee Group: Quick Home Improvement Permit Fee Load

Fee Item List:	Fee Item Detail															
<ul style="list-style-type: none"> Furnace Permit AC Permit AC_Furnace Combination Permit Radon Permit GasHWH Permit ElectricHWH Permit Boiler Permit Security Permit Light Permit State Permit Surcharge (Building) Fee State Permit Surcharge (Electrical) Fee State Permit Surcharge (Plumbing) Fee State Permit Surcharge (Fire) Fee Roofing Permit Siding Permit 	<p>Fee Item</p> <p>* Fee Code: <input type="text" value="Furnace"/> * Sequence: <input type="text" value="10"/></p> <p>* Fee Name: <input type="text" value="Furnace Permit"/></p> <p>Fee Category</p> <p>1 - 2 of 2 item(s)</p> <table border="1"> <thead> <tr> <th>Delete</th> <th>Edit</th> <th>Fee Type</th> <th>Name</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td></td> <td></td> <td><input type="radio"/> Fix Amount <input checked="" type="radio"/> Formula</td> <td>Furnace</td> <td>For use group R-5, Fee is \$155 per unit, \$80 per unit for multiple units.</td> </tr> <tr> <td></td> <td></td> <td><input type="radio"/> Fix Amount <input checked="" type="radio"/> Formula</td> <td>Furnace_ALL</td> <td>For use group other than R-5, fee is \$175 per unit.</td> </tr> </tbody> </table> <p>New Fee Category</p> <p>Fee Item Rule XML</p> <p>Rule XML:</p> <pre><ValidationRules> <ParentNode id="0" root="//DynamicFormValue/GOV069"> <Node id="1" type="XPath" tag=""> <NodeValue>dataField[id='chkFurnace']/value</NodeValue> <NodeRule id="1.1"> <Validator type="RegExp"> ^true\$</Validator> <Value type="NodeValue" source=""/> <Yes type="goto" target="2" category=""/> <No</pre>	Delete	Edit	Fee Type	Name	Description			<input type="radio"/> Fix Amount <input checked="" type="radio"/> Formula	Furnace	For use group R-5, Fee is \$155 per unit, \$80 per unit for multiple units.			<input type="radio"/> Fix Amount <input checked="" type="radio"/> Formula	Furnace_ALL	For use group other than R-5, fee is \$175 per unit.
Delete	Edit	Fee Type	Name	Description												
		<input type="radio"/> Fix Amount <input checked="" type="radio"/> Formula	Furnace	For use group R-5, Fee is \$155 per unit, \$80 per unit for multiple units.												
		<input type="radio"/> Fix Amount <input checked="" type="radio"/> Formula	Furnace_ALL	For use group other than R-5, fee is \$175 per unit.												

< 7.2.3.3 Reference Data/Fee Config >

- Click Add New (**New Fee Category**) button to add new fee category.
- Click edit () to edit any existing fee category.
- Click () icon to delete the selected fee category.

Fee Detail

This Page allows you to edit Fee Detail Information.

Fee Category

☐ Fix Amount ☒ Formula

* Category Name: * Category Code:

Description:

Parameters Function/Formula Adjustment

Parameter List

Parameter:

* Condition Type * Operator * Value

< 7.2.3.3 Reference Data/Fee Config → Fee Parameter >

- Click Add New (**New Parameter**) button to add new fee parameter.
- Click edit (**Edit Parameter**) to edit any existing fee parameter.
- Click (**Delete Parameter**) icon to delete the selected fee parameter.

Fee Category

☐ Fix Amount ☒ Formula

* Category Name:

Furnace

* Category Code:

Furnace

Description:

For use group R-5, Fee is \$155 per unit, \$80 per unit for multiple units.



Parameters

Function/ Formula Adjustment

Function

Function: [No_Furnace]-min([No_Fu

Formula Adjustment

Adjustment Name: No_Furnace

	* Condition Type	* Operator	* Value
	Between 0 ~ 0	=	0
	Between 1 ~ 1	=	155
	LargerThan 1	function	80*[No_Furnace]

Save Cancel

< 7.2.3.3 Reference Data/Fee Config → Fee Formula >

- Click Add New () button to add new fee formula.
- Click **“Save”** button to save any updated fee formula information.
- Click () icon to delete the selected fee formula.

7.2.3.4 Inspection Category










Generic Data Event Category Fee Config **Inspection Category** Comment Template Statute Code Work Item

This page allows you to configure system wide "Inspection Category" and "Inspection Type".


Category Name: **Search** **Add New** **Inspection Type Setting**

Search Results

1 - 9 of 9 item(s)

	ID	Name	Status	Description
	1	Construction Permit	Inactive	Construction Permit Inspection
	2	Building Subcode	Active	Building Subcode Inspection
	3	Electrical Subcode	Active	Electrical Subcode Inspection
	4	Plumbing Subcode	Active	Plumbing Subcode Inspection
	5	Fire Subcode	Inactive	Fire Protection Subcode Inspection
	6	Mechanical Subcode	Inactive	Mechanical Inspector Inspection
	7	Elevator Subcode	Inactive	Elevator Subcode Inspection
	8	Construction Certificate	Inactive	Construction Certificate Inspection
	9	Field Inspection	Inactive	Field Inspection

< 7.2.3.4 Reference Data/Fee Inspection Category >

- Click Search (**Search**) button to retrieve the desired Inspection Category.
- Click Add New (**Add New**) button to add new Inspection Category.
- Click () icon to edit desired Inspection Category.
- Click (**Inspection Type Setting**) button to set up the desired inspection type.

Generic Data Event Category Fee Config **Inspection Category** Comment Template Statute Code Work Item





This page allows you to configure system wide "Inspection Category" and "Inspection Type".

[Back to Category List](#)


Category List: **Building Subcode** Category Name: **Search** **Add New**

Search Results

1 - 15 of 17 item(s)

View/Edit	ID	Name	Duration Needed	Proper Order	Status	Description
	1	Footing	3	0	Active	Footing Inspection
	2	Footing Bonding		0	Active	Footing Bonding Inspection
	3	Foundation			Active	Foundation Inspection
	4	Slab			Active	Slab Inspection

< 7.2.3.4 Reference Data/Fee Inspection Category → Inspection Type >

- Click Search (**Search**) button to retrieve the desired Inspection Type.
- Click Add New (**Add New**) button to add new Inspection Type.
- Click () icon to edit desired Inspection Type.

7.2.3.5 Comment Template

Generic Data Event Category Fee Config Inspection Category **Comment Template** Statute Code Work Item




This Page allows you to config Comment Template.

Template Type: Administrative Review (All) Administrative Review Technical Review Inspection Review

Template Name: Search Add New

Search Results

< 7.2.3.5 Reference Data/Comment Template >

- Click Search () button to retrieve the desired Comment Template.
- Click Add New () button to add new Comment Template.
- Click () icon to edit desired Comment Template if there is one existing template in the grid.




7.2.3.6 Statute Code

Generic Data Event Category Fee Config Inspection Category Comment Template **Statute Code** Work Item




To edit / add new statute code.

Select Sub-Code: All Search Add New Statute Code











1 - 15 of 45 item(s)

Edit	Statute Code	Statute Name	Statute Type	State	Status
	121	1996 BOCA- 1705.4.4	UCC/BOCA	NJ	A
	2.14(a)	WORK PERFORMED WITHOUT REQUIRED PERMIT	WORK W/O PERMIT	NJ	A
	2.16 (j) 1.	CONDITION OF PERMIT- PYMT OF APPROPRIATE FEES	COND/PMT/FEES	NJ	A


< 7.2.3.6 Reference Data/Statute Code >

- Click Search () button to retrieve the desired Statute Code.
- Click Add New () button to add new Statute Code.
- Click () icon to edit desired Statute Code.

7.2.3.7 Work Item

Generic Data Event Category Fee Config Inspection Category Comment Template Statute Code Work Item											
1 - 10 of 10 item(s)											
Edit	Item Code	Item Name	Building?	Electrical?	Plumbing?	Fire?	Chimney Required?	Building(%)	Electrical(%)	Plumbing(%)	Fire(%)
	AC	AC		Y	Y			0	50	50	0
	Boiler	Boiler		Y	Y		Y	0	50	50	0
	ElecHWH	ElecHWH		Y	Y			0	50	50	0
	Furnace	Furnace		Y	Y		Y	0	50	50	0
	GasHWH	GasHWH			Y		Y	0	0	100	0
	Lighting	Lighting		Y				0	100	0	0
	Radon	Radon	Y	Y			Y	50	50	0	0
	Roofing	Roofing	Y					100	0	0	0
	Security	Security		Y				0	100	0	0
	Siding	Siding	Y					100	0	0	0

< 7.2.3.7 Reference Data/Work Items >

- Click () icon to edit desired Work Item.
- Specify % among different subcode (building, electrical, plumbing and fire) to split the fees into different subcodes.

7.2.4 Workflow Configuration

Workflow is used to configure additional external processes to be integrated with GovOnline.

System Setting > System Management > Workflow Configuration

Process Name:

Process Information **Process Task**

WorkTask_WorkTriggerTemplate not found.

WorkTask_WorkTriggerTemplate not found.

Basic Information

Process Name: Process Description:

Trigger Information

Trigger Type:

Schema: Entity:

	* Property Name	Value From	Value To
<input type="button" value="Add"/>	<input type="text" value="InspectionStatusRid"/>	<input type="text" value="4"/>	<input type="text" value="2,3"/>

< 7.2.4 Workflow Configuration >

- Click New () button to add new workflow process.
- Specify process name, description and create trigger information for the process
- Click Add New () button to add new process property.
- Click () icon to delete existing process property.
- Click **“Save”** button to save any updated process property information.

Process Name: InspectionCancelledNoticeApplicantWorkflow Load New Process

Process Information Process Task

WorkTask_WorkTaskTemplate not found.

WorkTask_WorkTaskTemplate not found.

Task Information

Task Group List: + - Task Group Detail

Task Group

* Group Name: * Execute Type: Parallel ☒ All ☐ Any

Tasks

Task List: ALL

Task Detail

* Task Name: InspectionCancelledNoticeApplicant Task Type: Technical Review

Duration: 5 ☒ BusinessDay ☐ CalendarDay

Default Assignment: + - Individual

+ - Column Name Default Value

Action on Task

Action Name: Type: plugin

Dll: D:\GovOnline\NJ\Hazlet\T Class: EAService.Admin.Core.Biz.I

+ - Parameter Name Parameter Value

+ - EmailTemplate InspectionCancelledNoticeApplica

Save Task Group

< 7.2.4 Workflow Configuration / Process >

- Click Add New (+) button to add new process task group.
- Within particular task group, click Add New (+) button to add new process task.
- Within particular task group, click Add New (-) button to delete existing process task.
- Within particular task, click Add New (+) button to add new action for the process task.
- Within particular task, click Add New (-) button to delete existing action for the process task.
- Click **"Save Task Group"** button to save any updated process property information.

7.2.5 System Logs

Home Application Inspection Report Work Task eService **System Setting** My Account Hello, [User Name]








System Setting > System Management > System Log

This Page allows you to use search panel to search for system log information.




Type: (All) Message: Date Range: 05/16/2011 ~ 05/23/2011 **Search** **Purge**

Search Result

1 - 7 of 7 item(s)

Detail	Log Message	Message Type	Log Date
	'admin' login successfully from 173.3.121.64!	Information	5/23/2011 10:34:30 PM
	'admin' login successfully from 173.3.121.64!	Information	5/23/2011 9:35:33 PM
	'RogerYang' login failed from 173.220.167.46!	Information	5/23/2011 6:11:00 PM
	'RogerYang' login failed from 173.220.167.46!	Information	5/23/2011 6:10:54 PM
	'RogerYang' login failed from 173.220.167.46!	Information	5/23/2011 6:10:49 PM
	'admin' login successfully from 173.220.167.46!	Information	5/23/2011 6:09:26 PM
	'admin' login successfully from 172.168.131.15!	Information	5/23/2011 4:46:01 PM

< 7.2.5 System Logs >

- Provide message type and date range, then click Search () button to retrieve desired system messages.
- Click Detail () button to view detail information on selected message.
- Click Purge () button to purge selected message.

8 My Account

Home	Application	Inspection	Report	Work Task	eService	System Setting	My Account
------	-------------	------------	--------	-----------	----------	----------------	-------------------

My Account

Detail information for my account.

General Information

First Name:	Township			Last Name:	Admin		
Employer:	enfoTech Inc.			Job Title:	Super Admin		
Address Line 1:				Address Line 2:			
1766 Union Avenue							
City:	State:	Zip:	Country:				
Hazlet	NJ	07730	United States				
Area Code:	Phone No.:	Extension:					
732	2641700						
Mobile Area Code:	Mobile No.:	Mobile Provider:					
732	9866964	ATT Wireless					
Email:							
RogerYang_USA@Yahoo.com							
<input checked="" type="checkbox"/> Do you want to receive SMS messages through a mobile phone?							
<input checked="" type="checkbox"/> Do you want to save scheduled inspection to your Outlook Calendar?							

Change Password

Old Password:		
New Password:	Confirm New Password:	

[Save User Info](#)

< My Account >

- Provide mobile no, provider and check on the checkbox to be able to receive text message.
- Provide old, new password to change old password to new password.